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SUBJECT: Procedures for the Handling of External Research Projects

1. The office having in mind an external research project should define the problem which it wants studied and develop tentative terms of reference.

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2. This should then be discussed with the External Research Co-ordinator [redacted] in OIC, to work out possible outside organizations or persons who can conduct the study, including arrangements for discussion with the prospective research institute or person. Such contacts as are necessary to canvass the best contractor should be done after reference to IAS or OC and should also be understood that at this stage in such discussion no commitment should be made. Also at this stage the originating office and OIC should canvass the possible interests of other offices in the proposed project and ascertain whether or not such interests can be met through reasonable modification of the proposed project. (At this stage OIC should assist the originating office in the preparation of the staff paper which defines the problem, states the reason why an external research project is necessary, the preparation of which is the responsibility of the originating office.)

3. The project should now be signed by the originating office Assistant Director and be passed to OIC whose concurrence will indicate that:

a. All the interests of the Agency have been taken into account.

b. Preliminary coordination with the prospective contractor has been accomplished.

c. The terms of reference have been sufficiently refined to allow the contractor to proceed with his mission.

d. The proposed project has been reviewed in terms of other projects in existence and a conclusion reached that none of these can meet the problem by expanding an existing contract.

4. The project goes to the Project Review Committee. The originating office and the external research coordinator should be present as a routine matter.

5. Upon approval by the Director of the External Research Project, OIC is responsible for seeing to it that:

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a. The external research contract is signed and any obligations of the Agency to facilitate any such research are notified to any of the supporting offices which have to carry out those commitments.

b. All relations between interested offices and the contractor in the course of the execution of the contract shall be notified to OIC and any difficulties between the contractor and Agency offices shall be immediately brought to the attention of OIC.

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